

ACCEPTING PROCESSED PRODUCT DOCUMENTATION

Food manufacturers use Child Nutrition (CN) labels, fact sheets, product formulation statements and product labels to communicate how their products may contribute to the USDA meal pattern requirements for school nutrition programs. The guidance below assists school food authorities (SFAs) with obtaining and evaluating acceptable documentation for commercial food products used in school meals. This information will be reviewed by the Connecticut State Department of Education (CSDE) during the administrative review of the SFA's school nutrition programs.

CN LABELED PRODUCTS

- The CN label provides program operators with a warranty against audit claims when the product is used according to the manufacturer's instructions.
- During an administrative review, school program operators may submit a CN label or a photocopy or photograph of a valid CN label as acceptable documentation of a product's contribution to the meal pattern.
 - SFAs may photocopy CN labels that are laser printed on the product carton or cannot be easily removed.
 - SFAs may use a photograph of the CN label while it is still attached to the product carton.
 - CN labels that are photocopied or photographed must be visible and legible.
- During an administrative review, CSDE school nutrition consultants cannot request a product formulation statement when the SFA provides a valid CN label logo and crediting statement.



PRODUCT FORMULATION STATEMENTS AND OTHER DOCUMENTATION

- Product formulation statements must be on signed company letterhead and must demonstrate how the processed product contributes to the meal pattern requirements.
- The USDA's [Food Manufacturers/Industry](#) Web page provides templates for documenting the meat/meat alternates, grains, fruits and vegetables components.
- Manufacturers may modify product formulation statements for various products that contribute to more than one meal component. For example, cheese pizza could have crediting information for the red/orange vegetable subgroup in addition to the meat/meat alternates and grains components. Manufacturers may use one product formulation statement to document the crediting information for each meal component.
- All creditable ingredients listed in the product formulation statement must match a description in the *Food Buying Guide for School Meal Programs*. The manufacturer must clearly identify how each component contributes to the meal pattern requirements.
- The product formulation statement should verify that the product's contribution to the meal pattern requirements is not greater than the serving size of the product. For example, a 2.2-ounce beef patty cannot credit for more than 2 ounce equivalents of meat/meat alternates.
- Product formulation statements should assure that the creditable components are visible in the finished product, e.g., sausage links, beans, cheese or peanut butter. They must also specify the method for crediting these items.



RESOURCES

Authorized Manufacturers and Labels (USDA Web Page):

www.fns.usda.gov/cnd/cnlabeling/authorized.htm

CN Labeling (USDA Web Page):

www.fns.usda.gov/cnd/cnlabeling/default.htm

CN Labeling Food Manufacturers/Industry (USDA Web Page):

www.fns.usda.gov/cnlabeling/food-manufacturersindustry

Child Nutrition (CN) Labeling:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/cnlabel.pdf

Crediting Foods (CSDE Web Page):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333796

Food Buying Guide for School Meal Programs:

www.fns.usda.gov/tn/food-buying-guide-school-meal-programs

Meal Patterns (CSDE Web Page):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333770

Menu Planning (CSDE Web Page):

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333780

Menu Planning Guide for School Meals:

www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=334320

Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements

(CSDE Operational Memorandum 10-15):

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/opmemos/15/om_10-15.pdf

Product Formulation Statements:

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/pfs.pdf



For more information, see the Connecticut State Department of Education's (CSDE) [Menu Planning Guide for School Meals](#) and [Meal Patterns](#) and [Crediting Foods](#) Web pages or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/crediting/acceptdoc.pdf.

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